

INFORMATION FOR YOUR BANK

NACHA RECORD FORMATS FOR CCD + ENTRIES

National Automated Clearing House Association (NACHA) record formats for CCD + entries flow in the following order:

File Header Record

Company/Batch Header Record

Entry Detail Record

Addenda Record (Carries an 80-character free form field)

Company/Batch Control Record

File Control Record

For more specific information on NACHA formats, specifications and definitions, you may refer to the NACHA rule book. You may obtain a copy of the NACHA rule book from your bank or Western Payments Alliance at www.WESPAY.ORG or call (415) 433-1230.

CCD + TRANSACTION ENTRY DETAIL RECORD

FIELD	DATA ELEMENT NAME	CONTENTS	LENGTH	POSITION
1	Record Type Code	"6"	1	01-01
2	Transaction Code	Numeric	2	02-03
3	*Receiving DFI Identification	"03110020"	8	04-11
4	Check Digit	"9"	1	12-12
5	**DFI Account Number	"38792955"	17	13-29
6	Amount	\$\$\$\$\$\$\$\$\$cc	10	30-39
7	***EDD Employer Account Number	Numeric	15	40-54
8	Individual Name	Employer's Business Name	22	55-76
9	Discretionary Data	Alphanumeric	2	77-78
10	Addenda Record Indicator	Numeric	1	79-79
11	Trace Number Indicator	Numeric	15	80-94

*Fields 3 and 4 contain the routing transit number (03110020) and check digit (9) for EDD's bank. The bank's name and address is: **Citibank, N.A., 1 Penn's Way, New Castle, DE 19720-2437.**

**This field contains EDD's bank account number (38792955).

***This field contains your EDD eight-digit employer account number.

TXP ADDENDA CONVENTION

FIELD	FIELD NAME	LENGTH	CONTENTS
	Segment Identifier		TXP
	Separator		*
1	Taxpayer ID #	8	XXXXXXXX
	Separator		*
2	*Tax Type Code	5	XXXXX
	Separator		*
3	Date	6	YYMMDD
	Separator		*
4	Amount type	1	T
	Separator		*
5	Amount	1-10	\$\$\$\$\$\$\$\$\$cc
	Separator		*
6	Amount Type	1	T
	Separator		*
7	Amount	1-10	\$\$\$\$\$\$\$\$\$cc
	Separator		*
8	Amount Type	1	T
	Separator		*
9	Amount	1-10	\$\$\$\$\$\$\$\$\$cc
	Separator		*
10	Taxpayer Verification #	1-6	XXXXXX
	Terminator		\\

*** Disability Insurance and Personal Income Tax Withholdings**

01100 — Semiweekly Deposit
 01101 — Monthly Deposit
 01102 — Next Banking Day Deposit
 01104 — Quarterly DI/PIT Deposit

Unemployment Insurance and Employment Training Tax

01300 — Quarterly UI/ETT Payment

Self-Assessed Penalty

20000 — Penalty & Interest Payment

The information noted in the **Contents** column of Fields 4, 6, and 8 is constant information and must be included in the TXP Addenda Record.

DESCRIPTION OF THE TXP RECORD FIELDS

<u>Field #</u>	<u>Description</u>
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- | | |
|---|--|
| 1 | This field contains the taxpayer's EDD employer account number. Do not add hyphens, periods, or spaces between numbers. |
| 2 | <p>This field contains the code for the type of payment being made. Use one of the following codes:</p> <p>01100 semiweekly deposits</p> <p>01101 for monthly deposits</p> <p>01102 for next-banking day deposits</p> <p>01104 for quarterly DI/PIT deposits</p> <p>01300 for quarterly UI/ETT payments</p> <p>20000 for self-assessed penalty and interest payments</p> |
| 3 | <p>This field contains the tax date for which the taxpayer is remitting (yymmdd).</p> <p>For semiweekly, monthly, next banking day, and self-assessed penalty and interest payments, use the payroll date.</p> <p>For quarterly DI/PIT and UI/ETT payments, use the quarter ending date. Valid dates are March 31, June 30, September 30, and December 31.</p> |
| 4 | This field contains the amount type "T" for the first amount. |
| 5 | <p>This field contains the first dollar amount being remitted. Do not add dollar signs or decimals. If no tax amount is due, enter 0.</p> <p>For tax type codes 01100, 01101, 01102, or 01104, enter your disability insurance amount.</p> <p>For tax type code 01300, enter your unemployment insurance amount.</p> <p>For tax type code 20000, enter your penalty amount.</p> |

DESCRIPTION OF THE TXP RECORD FIELDS (Continued)

<u>Field #</u>	<u>Description</u>
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- | | |
|----|--|
| 6 | This field contains the amount type "T" for the second amount. |
| 7 | <p>This field contains the second dollar amount being remitted. Do not add dollar signs or decimals. If no tax amount is due, enter 0.</p> <p>For tax type codes 01100, 01101, 01102, or 01104, enter your personal income tax withholding amount.</p> <p>For tax type code 01300, enter your employment training tax amount.</p> <p>For tax type code 20000, enter your interest amount.</p> |
| 8 | This field contains the amount type "T" for the total amount. |
| 9 | This field contains the total dollar amount of the remittance. Do not add dollar signs or decimals. |
| 10 | This field is reserved for EDD's use; leave blank or enter zeros. |

*Below is an **example** of a record transmitted for an EDD tax payment:*

705TXP*11111111*01100*990515*T*0000459204*T*0000960185*T*0001419389*000000\\